

#	A	REDUCTION IN FORCE (RIF)
1	Q. Who decides whether to abolish my job or not?	A. Management within your organization.
2	Q. What happens in RIF?	A. Only employees on a permanent or term appointment are eligible to compete in RIF. Employees compete with each other for placement in available jobs, if any, based on their individual seniority and qualifications. Senior employees can displace or “bump” more junior employee. Management may also choose to use vacant positions as job offers, with jobs offered to the most senior qualified employees first.
3	Q. What is considered in determining my “seniority?”	<p>A. Only employees on a permanent or term appointment are eligible to compete in RIF. Employees compete with each other for placement in available jobs, if any, based on their individual seniority and qualifications. Senior employees can displace or “bump” more junior employee. Management may also choose to use vacant positions as job offers, with jobs offered to the most senior qualified employees first.</p> <p>A. The four factors in determining RIF seniority are:</p> <ul style="list-style-type: none"> • Type of Appointment. Career, Career-Conditional, Term – in that order. • Veteran’s preference. Veterans are senior to non-veterans, retired military generally are considered non-veterans for RIF purposes. • Years of service, based on the employees Leave Service Computation Date. • Performance. Employees are given additional years of service based on their official performance appraisals for the past 4 years. The higher the appraisals, the more years they get.
4	Q. Will I be placed in another job through RIF?	A. There is no guarantee of being placed in another job. Employees bump other employees or are offered available vacancies based on their individual qualifications and seniority.
5	Q. Will I keep my current pay if placed in a lower grade job?	A. Employees who have served in their current grade for at least 52 weeks, not necessarily continuously, and are placed through RIF in a lower grade job may be eligible for grade retention (which includes retaining their current pay) for 2 years. Employees placed in a lower grade job through RIF but who not eligible for grade retention, are eligible for pay retention.
6	Q. When will the RIF occur?	A. There is no timetable for individual RIFs to occur. Management will determine the appropriate time to conduct a RIF for a given unit.
7	Q. How much notice will I be given?	A. Employees are entitled to a minimum 60-day notice prior to effecting a proposed RIF action.
8	Q. What happens to temporary employees?	A. Temporary employees are not eligible to compete in RIF. Normally, the appointment of temporary employees is terminated prior to the RIF effective date.

9	Q. When are RIF notices issued?	A. Army requires a minimum 60-day RIF notice period. (Reference: 5 CFR 351.801)
10	Q. How much notice does management have to give an employee before initiating a Command Directed move, PPP, or RIF?	A. Management must give Department of Army Civilian employees a minimum 60-day notice in writing prior to separating them under RIF procedures.
11	Q. If I accept a change-to-lower grade what will happen to my pay?	A. If the RIF action for an employee results in a change-to-lower grade the employee may be entitled to grade retention for up to two years. After the expiration of grade retention the employee may be eligible for pay retention.
12	Q. When will we find out if we go/stay/downgrade?	A. Formal notification will occur when individual RIF notices are issued, at a minimum 60-days before the effective date of the RIF. However, there are many actions that affect the final outcome of the RIF; therefore the final outcome will not be known until the effective date.
13	Q. Is the mock RIF organization wide?	A. A mock RIF is conducted by affected competitive area.
14	Q. How will the results of the mock RIF be announced?	A. The CPOC will share results of the mock RIF with the CPAC so they may advise management. The mock RIF is a management tool and is not designed for release to employees. Specific individuals will be advised of their eligibility for early PPP registration, based on the results of the mock RIF, but beyond that it is not released.
15	Q. Do RIF rules apply to employees in excepted-service GG positions?	A. Yes. (REF: 5 CFR 351) However, there are some DCIPS-unique rules. For further information regarding RIF rules under DCIPS, contact your servicing Fort Huachuca Forward CPAC representative in Heidelberg.
16	Q. Why are V Corps and USAREUR employee's being merged into one competitive area?	A. This will ensure V Corps and USAREUR employees are treated equally if a RIF is required when 7 th Army is established.
17		
18		
19		
20		